

Scope of Work

OCCUPIED OFFICE
MODIFICATION

OFFICE BUILDING

08/19/2020 (ref. R40+4)

Scope of Work

1. DESCRIPTION OF SERVICES

The US Embassy, Brussels has a requirement to modify a single workspace into two workspaces at the office of a government property. The works shall be done as per drawings and pictures, scope of work, specifications, and general contract conditions. This project requires an experienced contractor to execute the job.

The contractor shall provide all the labors, material tools, equipment, supervision, and other related items required to complete the project as per scope of work, specification and attached drawings.

Contractors are advised to visit the site, verify the existing site conditions to develop their proposal.

2. SCOPE OF WORK

The general scope of work for office modification can be summarized as follows (Refer drawings):

- A. Move the existing furniture to have a clear space for works.
- B. Electrical disconnections (contractor to coordinate with inhouse electricians)
- C. Moving IT items (not in contractors' scope)
- D. Partition wall, doors, lights etc. shall be procured, supplied, and installed by the Contractor.
- E. Installation method must adhere to material specifications.
- F. Contractor must install lightings in both new offices and the hallway with dimmer switches.
- G. Contractor will provide a reasonably clean and functional office spaces. Painting if required.
- H. Reinstalling the furniture.
- I. Reinstall IT items (not in contractors' scope)

<u>SN</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>€ PER UNIT</u>	<u>TOTAL €</u>
1	Clear and prepare the occupied office Begin by removing items from the walls and moving furniture to the safe storage.	Lumpsum	1		
2	Moving IT items disconnect the IT items etc., and safe moving to storage.	Lumpsum	1		
3	Electrical works Shut off the electricity to the room and cover any outlets or light switches with painter's tape. Lightings to two offices and a hallway.	Lumpsum	1		
4	Office Modification install the partition walls, 2 doors, lightings etc.	Lumpsum	1		
5	Carpet finishing / Damage rectification Clean the carpet surface and final finishing.	Lumpsum	1		
6	Reinstalling the IT items	Lumpsum	1		
7	Removal and safe disposal of debris etc. (ref. item no. 4)	Lumpsum	1		
8	Reinstalling the furniture Restore the artworks, Lamps, furniture back in to the room	Lumpsum	1		
					0
					EUROS

PRICE

The Contractor shall complete all work, including furnishing all labor, material, equipment and services required under this purchase order for the following firm fixed price and within the time specified. This price shall include all labor, materials, all insurances, overhead and profit.

Total Price (including all labor, materials, overhead and profit) Excluding VAT	
Total Price (including all labor, materials, overhead and profit) Including VAT	

A.1 VALUE ADDED TAX

VALUE ADDED TAX (VAT). The Contractor shall include VAT as a separate charge on the Invoice and as a separate line.

Any and all work/service, and items placed permanently, of the renovation will need to have VAT added to invoices over €2,500.00, where a certificate 151 will be used for manual verification from the Ministry of Finance.

6% VAT is applicable to any renovation work and any items that will be permanent when a building is older than 10 years.

3. CONDITIONS OF CONTRACT

i. General

This is a firm fixed price job for the entire work and amount quoted shall include all work described in attached drawings, scope of work and general condition of contract. The lump sum price quoted shall be fixed and nothing extra will be entertained on any account. Contractor's staff is subject to such restriction for entry and exit as are required by the Embassy's security requirement. Contractor's staff will be subject to security cleared as required by the Embassy.

Contractor shall restore all surfaces disturbed by construction to match with existing finish. Any deviation from the original contract/ scope of work shall be informed to COR before work begins. No additional work or changes will be carried out without a contract modification.

ii. Responsibilities

Contractor shall be responsible for to the modification job at the office and providing all labor, materials required, tools and PPE and equipment etc., required for completion of the work in all respect and as per the scope of the work.

iii. Expenses

All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against various items of schedule of rates and no separate payment on such expenses shall be entertained.

The Contractor shall be responsible to carry out all the works to that is required to restore the disturbed area to its original texture and color, this includes but not limited to plastering, painting, touch up painting, sanding, tiling etc.

The contractor shall maintain existing utilities indicated to remain and protect them against damage during the project. Damages caused by works, shall be repaired by the contractor at no additional cost to the Government. The contractor shall transport from site all debris, rubbish, and materials resulting from operations and dispose of site on a daily basis in accordance with local regulations.

Contractor shall employ and provide one full time supervisor to supervise the project and has experienced of carrying out such type of work.

Contractor shall not proceed with next activity until previous activity has been checked and approved by COR. Contractor shall mentioned all inspection dates in the schedule chart.

Contractor should keep the site clean and accessible to Embassy employees all times.

iv. Specifications

Work under this contract shall be carried out strictly in accordance with specifications attached.

v. Execution of Work

The Contractors are advised to review the material specs, meet safety/fire ratings, local codes, and scope of work.

The Contractor should visit and walk through the site to familiarize themselves with the site conditions to understand the exact quantum of work.

On award of the work, Contractor shall submit all items below via email:

- a) Bar chart within 3 days for approval by the Contracting Officer Representative (COR). All dates and time schedule agreed upon should be strictly adhered to. Contractor shall notify the COR in advance regarding anticipated problems through the project.
- b) Proposed start date
- c) Weekly schedule/activity plan for the duration of the project prior to the start *date*.
- d) List of equipment, tools, items, etc. used for completing the job.

For dismantling/blocking or making connection to any existing services or any shut-down, contractor shall inform the COR at least three working days in advance and proceed with the work only after the permission from the COR.

The duration of the project shall be 4-6 weeks.

vi. Execution Materials/ Items/ Equipment/ Items

- All materials used on this work shall be new and be available for contractor for execution.
- All the tools/ equipment/ items needed for use by the contractor MUST be left on-site locked up, so that daily coming and going from the site is avoided.
- All the materials MUST be screened by ESO, including anything contractor brings.

vii. Storage of Materials

All materials shall be stored in a proper manner protected from natural elements so as to avoid contamination and deterioration.

viii. Site clearance and cleanup

The Contractor shall clear away all debris and excess materials accumulated at the site and dispose of it away from embassy premises, maintaining a neat site condition.

On completion of project, Contractor shall remove all surplus materials and leave the site clean and tidy.

ix. Workmanship

Workers working on the site shall be skilled in their job and have related job experience.

x. Working hours

Working hours shall be 8:30 A.M. to 4:30P.M Monday to Friday. No work shall be done on Saturdays and holidays without the prior approval of the Contracting Officer.

xi. Security clearance

The Contractor shall inform and provide in writing transportation details (vehicle registration number, drivers name, and date of delivery) to the COR at least 24 hours in advance for material deliveries.

Contractor shall give workers names at least 3 days in advance to get the security clearance. All the workers shall have an official photo ID or photo ID with the company name on it.

The use of phones, electronic measure, cameras, or/and any electronic devices is prohibited and will not be allowed on site.

xii. Safety

Contractor is responsible and shall continue management and implementation of a safety and health program throughout construction.

The Contracting Officer and the Post Occupational Safety and Health Officer [OSHA] reserve the right to suspend work when and where Contractor's safety and health program is considered to be operating in an inadequate or non-complying manner.

Contractor shall provide all Personal Protective Equipment (PPE) for the workers as per the requirement of the site. Work will be stopped in case the proper protection equipment is not found with the workers and the lapse of time shall be at the Contractor's expense.

Contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to present condition, furniture, or devices etc.

Contractor will use all safety equipment etc. (PPE) e.g. hard hats, cotton gloves and goggles as required on site to avoid the accident.

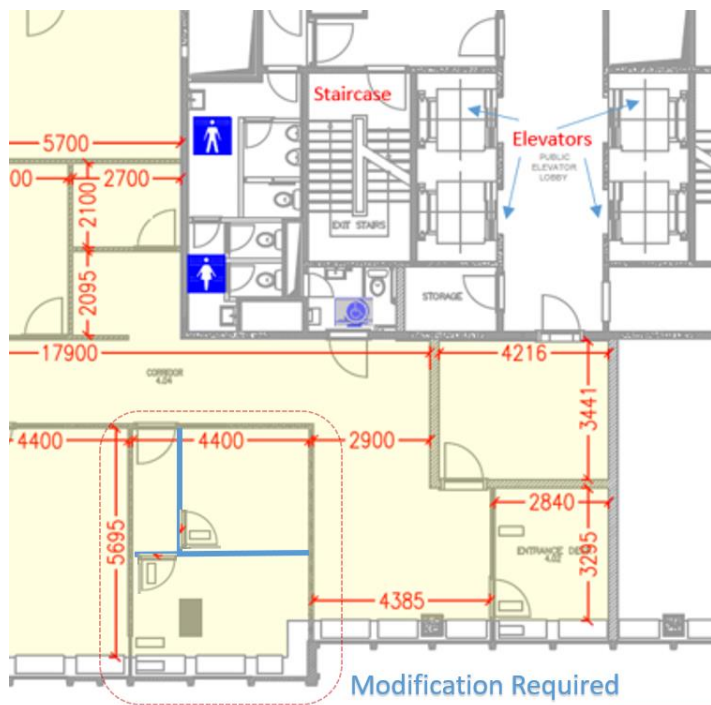
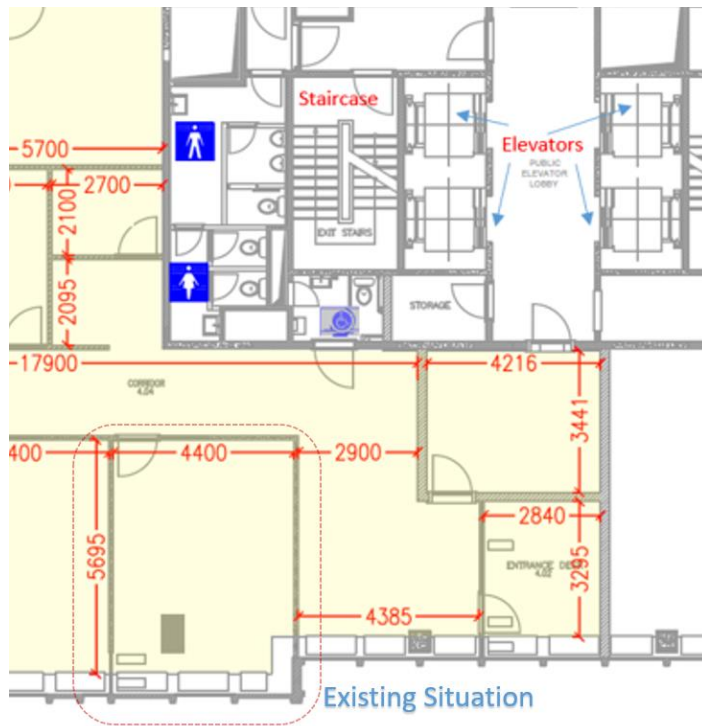
Any equipment or work considered dangerous at site. The OSHA/COR reserve the right to suspend work.

xiii. Warranty

The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified. The contractor further guarantees that if, during a period of three years from the date of the certificate of completion and acceptance of the work, any **workmanship** defects will be repaired by the contractor at his expenses.

4. DRAWINGS

Drawing#1 - Plan View (4th FLOOR)



5. Specifications

Requested specifications are presented during the bidders site visit.